

JUSTICE AND PUBLIC SAFETY CABINET
Kentucky Law Enforcement Council
(As Amended at ARRS, December 9, 2021)

503 KAR 1:090. Approval of course curriculums.

RELATES TO: KRS 15.330(1)(a), (g), ~~(h)~~, 15.440

STATUTORY AUTHORITY: KRS 15.330(1)(a), (h)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 15.330(1)(a) authorizes the Kentucky Law Enforcement Council to prescribe standards for the approval and continuation of approval of schools which conduct law enforcement and telecommunications training courses ~~[required by KRS 15.440 for police officers in order for them to gain or retain eligibility to participate in the Law Enforcement Foundation Program Fund]~~, including minimum standards for curriculums for courses. This administrative regulation establishes standards and procedures for approval of curriculum for courses.

Section 1. Submission Requirements. ~~[In order f]~~For the council to adequately determine the merits of a proposed course curriculum or proposed revision ~~[curriculum amendment]~~ to a previously approved curriculum, the [a] proposed curriculum or proposed revision ~~[amendment to a previously approved curriculum]~~ shall:

- (1) Be submitted to ~~[received by]~~ the council at least forty-five (45)~~[thirty (30)]~~ days prior to the date of anticipated review;
- (2) Be submitted ~~[taught]~~ by a **recognized school or a** school certified by the council ~~[or a recognized school]~~ ~~[instructors or instructors whose certification has been waived]~~;
- (3) Be taught ~~[submitted]~~ by one (1) or more~~[a]~~ certified instructors or instructors whose certification has been waived by the Kentucky Law Enforcement Council~~[school]~~;
- (4) Be submitted with a completed KLEC Form 31 to the Kentucky Law Enforcement Council[, Funderburk Building, 521 Lancaster Avenue, Richmond, Kentucky 40475-3102];
- (5) Include a specific learning objective for every portion of the course;
- (6) Include a course description;
- (7) Include a description of the method of student learning evaluation;
- (8) Include a bibliography;
- (9) Include a schedule indicating the number of hours for each block of instruction; and
- (10) Indicate and justify a ~~[“]passing[”]~~ performance level on all student learning evaluations.

Section 2. School Endorsement. A proposed course curriculum or proposed curriculum revision~~[amendment]~~ submitted by a school shall be endorsed by the director of the school or the director's designee.

Section 3. Approval Procedure. Upon review of the merits of a proposed course curriculum or proposed curriculum revision~~[amendment]~~ in accordance with Section 1 of this administrative regulation, the council shall vote whether to approve, approve with stipulations~~[subject to stated conditions]~~, or disapprove. Course curriculum approval shall last for only three (3) years. Curriculums ~~that~~which are to be continued shall be resubmitted for approval at least forty-five (45)~~[thirty (30)]~~ days before the council meeting ~~that~~which occurs last before the expiration of the three (3) year period.

Section 4. Notification of Council Action. Within sixty (60) days of the council's vote, the council shall complete KLEC Form 33 and notify in writing the school ~~that~~^{which} submitted the curriculum, whether the curriculum or curriculum ~~revision~~^{amendment} was approved.

Section 5. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) KLEC Form 31, "Curriculum Development Form", ~~2021~~^{June 2014}; and

(b) KLEC Form 33, "Curriculum Development Approval Form", ~~2021~~^{June 2014}.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Law Enforcement Council, 4449 Kit Carson Drive [~~Funderburk Building, 524 Lancaster Avenue~~], Richmond, Kentucky 40475-3102, Monday through Friday, 8 a.m. to 4:30 p.m. This material is also available on the Council's Web site at <https://klecs.ky.gov/>.

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